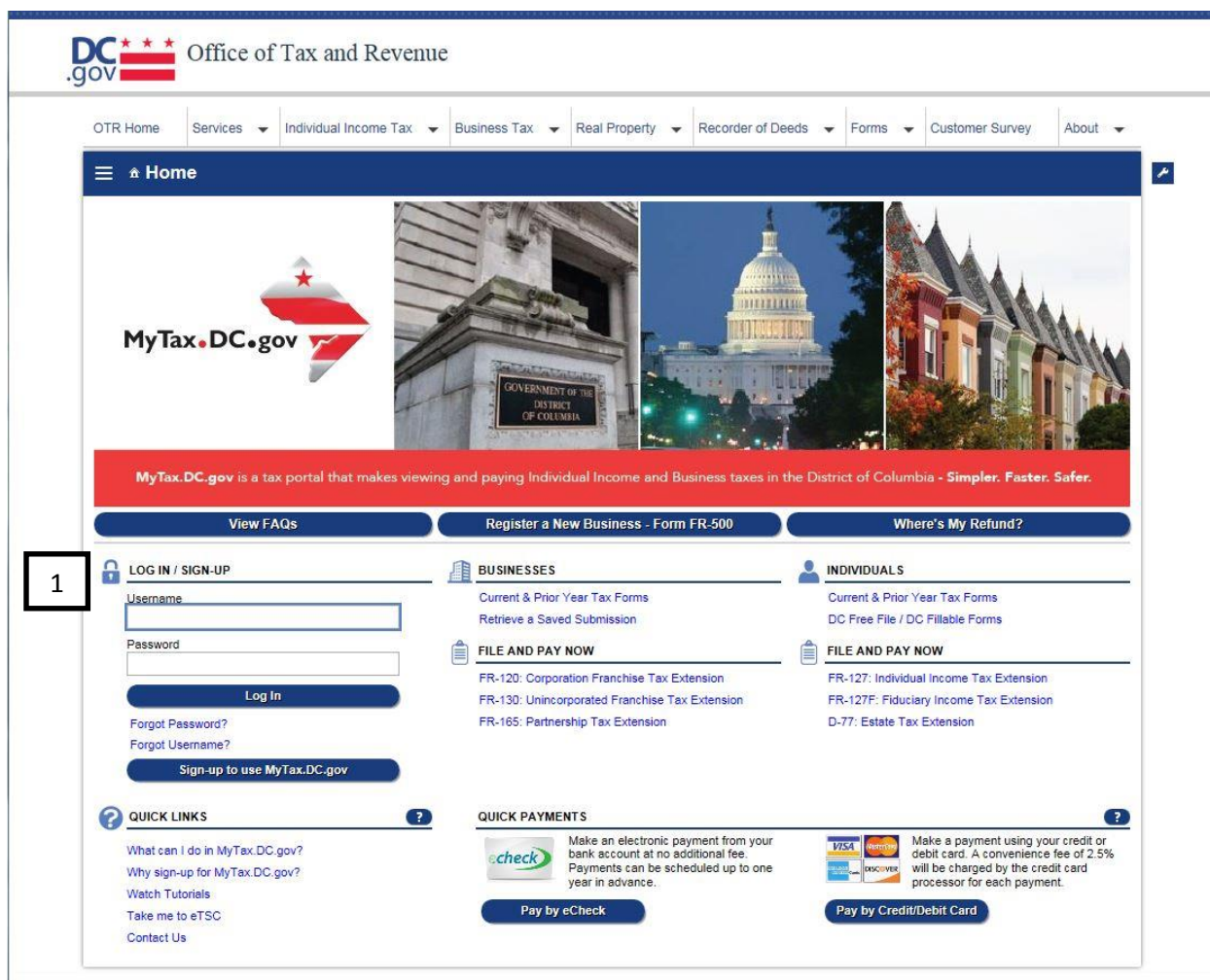


My Tax.DC.gov User Guide:

View Taxpayer and Account Details

View taxpayer and account details, e.g. requests, letters, and messages, by logging into MyTax.DC.gov.



The screenshot shows the MyTax.DC.gov homepage. The header includes the DC.gov logo and the text "Office of Tax and Revenue". Below the header is a navigation bar with links: OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. The main content area features a large banner with the MyTax.DC.gov logo and a description: "MyTax.DC.gov is a tax portal that makes viewing and paying Individual Income and Business taxes in the District of Columbia - **Simpler. Faster. Safer.**". Below the banner are three buttons: "View FAQs", "Register a New Business - Form FR-500", and "Where's My Refund?". The "LOG IN / SIGN-UP" section is highlighted with a red box and the number 1. It contains fields for "Username" and "Password", a "Log In" button, and links for "Forgot Password?" and "Forgot Username?". Below the login section are "QUICK LINKS" and "QUICK PAYMENTS" sections. The "QUICK PAYMENTS" section includes links for "Pay by eCheck" and "Pay by Credit/Debit Card".

1. From the MyTax.DC.gov homepage, log in using your **Username** and **Password**.

2 Home Log Off

2a 00000-83264
SPOT PET GROOMING
1101 4TH ST SW STE 1636
WASHINGTON DC 20024-4464 USA

2b My Profile **ALERTS** There are no alerts

2c I WANT TO More...
View My Web Profile
Request Third Party Access
Register a New Tax Account
Send OTR a message
Manage payments and returns

3 SUMMARY RECENT ITEMS NAMES AND ADDRESSES

3a MY ACCOUNTS More...

| Account Type | Account ID | Business Name | Balance |
|-----------------------------|---------------|-------------------|---------|
| Withholding Non-Payroll Tax | 300-000115664 | SPOT PET GROOMING | \$0.00 |
| Withholding Wage Tax | 300-100037030 | SPOT PET GROOMING | \$0.00 |
| Withholding Wage Tax | 300-100037031 | SPOT PET GROOMING | \$0.00 |
| Withholding Wage Tax | 300-100037032 | SPOT PET GROOMING | \$0.00 |

[Register a New Tax Account](#)

2. Upon logging in, you will be taken **HOME**, which refers to your system profile
 - a. In the upper left corner, your customer identification number, business name, and primary address are displayed.
 - b. Under the **ALERTS** section in the center of the page, you will find any alerts for this taxpayer which can include balances, open requests, unread letters, and messages for all associated accounts.
 - c. Under the **I WANT TO** section, in the upper right corner of the page, you will find a list of available self-service options.
3. Under the **SUMMARY** tab is a list of all the taxpayer accounts.
 - a. To view the details of an account, select one of the account type hyperlinks from the list beneath **MY ACCOUNTS**. For this example, we will select “Withholding Wage Tax.”

****The first time you access your account, the system will prompt you to establish your Account Settings. Choose a “Type of Access” from the drop-down menu and click Save.**

4a Home » Withholding Wage Tax Log Off

4b WITHHOLDING WAGE TAX Settings **ACCOUNT ALERTS** There are no alerts

4c I WANT TO More...
Request to Close Account
Make a payment
Manage payments and returns

4d PERIODS RECENT ITEMS NAMES AND ADDRESSES LOGONS

PERIODS

4. Since we selected a “Withholding Wage Tax” account, the Withholding Wage Tax Account Detail homepage displays.
 - a. In the upper left corner of the page, you will see the account number, business name, and primary address.
 - b. Under the **ACCOUNT ALERTS** section in the center of the page, you will see any balances due, open requests, unread letters, and messages associated with this account.
 - c. Listed beneath the **I WANT TO** section, in the upper right corner of the page, you will find a list of self-service options associated with this account.

- d. Under the **PERIODS** tab, you will see a transaction summary line for each filing period. Any periods with an open balances will be reflected to allow you to make online payments.

The screenshot shows the 'Withholding Wage Tax' account dashboard. At the top, there's a navigation bar with 'Home' and 'Withholding Wage Tax'. Below this, the account information is displayed, including the account number '300-100037030' and the taxpayer's name 'SPOT PET GROOMING'. To the right, there's a section for 'ACCOUNT ALERTS' showing 'There are no alerts'. Further right, there's a section for 'I WANT TO' with links like 'Request to Close Account', 'Make a payment', and 'Manage payments and returns'. Below this, there's a tabbed interface with 'RECENT ITEMS', 'NAMES AND ADDRESSES', and 'LOGONS'. The 'RECENT ITEMS' tab is active, showing sections for 'OPEN REQUESTS', 'UNREAD LETTERS', and 'UNREAD MESSAGES'. Callouts 5, 5a, 5b, 5c, 5d, and 5e point to these sections and their respective 'More...' buttons.

5. Click into the **RECENT ITEMS** tab to see your open requests, unread letters, and unread messages.
 - a. In the **OPEN REQUESTS** section you can see any pending requests you've submitted. Once a request has been processed, it will be archived.
 - b. To access archived requests, click **More** to the right of the **OPEN REQUESTS** header.
 - c. The **UNREAD LETTERS** section provides an electronic copy of any correspondence mailed to your physical address. Once an unread letter is viewed, it will be archived. To access archived letters, click **More** to the right of the **UNREAD LETTERS** header. This page lists both your unread *and* your viewed letters. Next to the **Unread** tab a number will indicate how many unread letters, if any, are currently associated with your account.
 - d. The **UNREAD MESSAGES** section contains responses to messages you have sent to the Office of Tax and Revenue. After a message has been viewed, it will be archived.
 - e. To access archived messages, click the **More** button to the right of the **UNREAD MESSAGES** header.

The screenshot shows the 'Messages' page. At the top, there's a navigation bar with 'Home', 'Withholding Wage Tax', and 'Messages'. Below this, there's a section for 'INBOX' and 'OUTBOX'. The 'INBOX' tab is active, showing a list of messages. Callout 6 points to the 'Messages' tab, and callout 6a points to the 'INBOX' sub-tab.

6. Within **Messages**, your correspondence will be organized into **Unread**, **Inbox**, and **Outbox** tabs.
 - a. Click the **INBOX** tab to see any messages OTR has sent to you and click the **OUTBOX** tab to see any messages you have sent to OTR.

*Similar to the **Unread** tab within the **Letters** page, the **Unread** tab within the **Messages** page will have a number indicating how many messages, if any, have not yet been viewed within the system.